



## Meeting Minutes

### **Morris • Sussex • Warren Workforce Investment Board**

#### **Open Meeting**

**Date: November 14, 2013**

**Location: Morris County Public Safety Training Academy**

#### **IN ATTENDANCE:**

##### **Members**

Marie Betlow (Job Search Central), Donna Buchanan (MSW Employment & Training Services), Ann Marie Flake (Saint Clare's Health System), David Hollowell (D&D Associates, **WIB Chair**), Carl Jablonski (Dover One-Stop Career Center), Rosalie Lamonte (Morris, Sussex and Warren County Schools), Scott Moffitt (Morris County School of Technology).

##### **Guests**

Stacy Crosson (Sussex County Technical School), John Ehret (NJ Department of Labor & Workforce Development), Sue Ennis (Manpower), Eva Fernandez (NJ Department of Labor & Workforce Development), Ray Gara (Warren County Technical School), Joanne Hala (for Mary Emilius, United Way of Northern New Jersey), Sean Hendricks (NJ Department of Labor & Workforce Development), Mary Lee (Project Self-Sufficiency), Jodi Miciak (United Way of Northern New Jersey), Lindsey Santamaria (for Jim Jones, Morris County Economic Development Corp.), Brandon Schoonover (NJ Department of Labor & Workforce Development), Martie Telepo (Manpower).

##### **Staff**

Jack Patten (**WIB Director**), Donna Buchanan (**One-Stop Operator**), Sallie Sullivan (Secretary to the WIB Director).

#### **ABSENT:**

##### **Members**

William Austin, Paul Boudreau, Anne Marie Brown, Tammy Case, George Chando, Kenneth Edwards, David File, David Fiore, Robert Glowacky, Carol Hults, George Krevet, Karen Kubert, Paul Mazur, Scott McGill, Gus Modla, Terry Newhard, Carol Novrit, Kevin O'Donnell, Robert Peabody, Frank Pinto, Ed Rebholz, Peter Rizzo, Steve Sitek, Mary Tucker, Ed Yaw.

*Prior to the November 14, 2013 Open Meeting, the following documents were posted on the WIB website ([www.mswwib.org](http://www.mswwib.org)) for review: Open Meeting minutes (October 3, 2013); Disability Committee minutes (October 2, 2013); Literacy Committee minutes (October 30, 2013); One-Stop Career Center Committee draft minutes (November 12, 2013); Executive Committee minutes (September 4, 2013); WIB Director Report; and, One-Stop Operator Report. All documents and current committee minutes were also available at the meeting.*

*The Oversight Committee electronically reviews budget, performance and monitoring reports monthly. Documents shared with the Oversight Committee were available at the Open Meeting.*

## **Committee Discussions**

At 9:00 a.m., WIB members and guests visited committee stations and conferred with the chairs and staff on committee and other WIB issues. The attendees took the opportunity to network with each other and WIB committee chairs, WIB Chair David Hollowell, WIB Director Jack Patten and One-Stop Operator Donna Buchanan.

## **WIB Business Meeting**

### **Meeting Opening Remarks**

At 9:30 a.m., WIB Chair David Hollowell welcomed all, called the meeting to order, read the Public Meeting Notice and asked that those present introduce themselves.

### **Board Business**

#### **Local Area Plan**

WIB Director Jack Patten reported that the Local Area Plan, which is due to the New Jersey State Employment & Training Commission (SETC) on December 2, is nearly complete. He said he would "take a walk" through the Plan in his presentation at the end of today's meeting. The Plan will also be posted on the WIB website for review.

#### **Revised Membership Criteria**

Jack was pleased to report that the SETC has changed the WIB membership criteria so that non-profits that are run like businesses can meet WIB Business Member requirements. This change gives the WIB more latitude and has made it easier for WIBs in general to meet this requirement. Jack indicated he is open to suggestions about other potential members.

#### **Memorandum of Understanding Update**

Jack provided an update on the recently completed Memorandum of Understanding (MOU) between all the One-Stop Partners. The six-page MOU (the prior MOU was 20 pages long) lists the partners, their services, and how referrals are made by the various agencies. Jack said the WIB was fortunate in that Catherine Starghill, Director of the NJ Department of Labor & Workforce Development (LWD) Division of Workforce Field Operations, signed the MOU on behalf of all the significant LWD partners, with the exception of the NJ Division of Vocational Rehabilitation Services. The remaining 12 required signatures will now be gathered.

### **Old Business**

None

### **New Business**

WIB Chair David Hollowell reported that the WIB recently honored Miriam Faber for her outstanding contributions to the WIB Literacy Committee.

## **Meeting Topics**

### **Labor Market Discussion**

Jack thanked everyone for the depth of information they bring to the labor market discussion at each WIB Open Meeting. He told those present that he and Donna Buchanan have heard there is a strong demand for actuaries and actuarial training, and asked if they had heard the same. Several people, including Marie Betlow of Job Search Central and Martie Telepo of Manpower agreed.

**Marie Betlow** of Job Search Central noted the great emphasis on actuaries and analyst skills, as well as STEM (Science, Technology, Engineering and Math) and health care across the board. She reported on a new health care position, Community Health Care Worker, which requires a short period of training. This position, with a starting salary of \$35,000, involves outreach with a preventative and community perspective. Marie also reported that due to the change in seasons, the construction industry has slowed down while the leisure and retail industries have increased. The professional and technical industries are also doing well.

**Martie Telepo** of Manpower reported that a new job has been created as a result of the Affordable Care Act. There is a large demand for help with appeals by either individuals or companies who have been denied government subsidies for health coverage. She stated there are already 2,000 job openings in the NJ, NY and PA area, and 20,000 openings across the country. The ideal candidate for the job would have critical thinking capabilities, a connection with insurance companies and an understanding of the denial process. The starting rate for these permanent jobs is \$15 per hour. The Hackensack Manpower office is coordinating this effort and the first official trainer will be in Pennsylvania. The positions include: clerk (levels 1, 2 and 3), trainer, document writer, technical editors and technical writers. The bulk of the positions involve research and review on why the complainant was denied a subsidy. Martie also mentioned there will be temporary, well-paying jobs available for the Super Bowl.

**John Ehret**, Labor Market Analyst with the New Jersey Department of Labor & Workforce Development (NJ LWD), provided statistical employment updates and said new industry reports will come out in approximately one month.

John urged attendees to try out an application called "onthemap" at the Google website. With the application, the user can find where there are heavy concentrations of certain age groups, how many people come in to that area, how many leave that area, etc. When he checked the warehousing and transportation industries, he saw an expected heavy concentration along the highways. However, he found information and details on clusters of people whose demographics match those of current warehousing and transportation workers. Numbers can be analyzed by county, age, industry, and more.

Brendan Schoonover, also a Labor Market Analyst with NJ LWD, indicated he has data and information on the three counties and is available to help wherever he can.

**Ray Gara** of Warren County Technical School reported an increase in HVAC (heating, ventilation and air conditioning) licensing that he expects to lead to more demand for apprenticeships.

**Sean Hendricks**, Business Representative with NJ LWD, reported that things are picking up with regard to seasonal jobs in the area. He has been working with Toys 'R Us in Flanders and various stores in the malls to line up seasonal employees to meet the holiday rush.

**Rosalie Lamonte**, Schools Superintendent for Morris, Sussex and Warren Counties, reported that the schools are experiencing a shortage of School Media Specialists. Candidates would need an MA in Library Sciences.

## **Presentation – Overview of Local Area Plan**

Jack Patten reported that the Local Area Plan, which is required by the SETC, is nearly complete and will be posted on the WIB website by December 2. (*The Plan was posted on November 26*).

Jack's brief overview of the Plan emphasized the WIB's support for New Jersey's four core values for employment and training:

- 1) Driving investments based on industry needs;
- 2) Meeting job seekers where they are;
- 3) Equipping the workforce for employment; and
- 4) Increasing system accountability.

Jack continued that a substantial part of the Plan was delineating the WIB's support for and interaction with New Jersey's eight Talent Networks, which are:

- Advanced Manufacturing
- Financial Services
- Health Care
- Life Sciences
- Technology and Entrepreneurship
- Transportation, Logistics and Distribution
- Retail, Hospitality and Tourism
- Recovery

Jack noted that the WIB closely supports all the Talent Networks except for Retail, Hospitality and Tourism (RHT) and Recovery. The Recovery Talent Network's activities are centered in Monmouth and Ocean Counties and are not significant in the Morris-Sussex-Warren WIB area. He noted that RHT jobs constitute 25% of the state economy, but only 11% of the wages. Consequently, the WIB does not support RHT to the extent that it does the other Talent Networks.

Jack urged the members and public to review the Plan online and forward comments and suggestions to him.

Chair David Hollowell thanked Jack for his presentation, and announced that the next WIB Open Meeting would be held January 30, 2014 via conference call.

The meeting was adjourned at 10:31 a.m.